

## Regional Events Co-ordinator - Role Description

CIHT Regions and Nations are run by volunteers who dedicate their time to building a local support network for transportation professionals and provide the voice of the Institution across and beyond the UK. The role of a CIHT Region/Nation is to continue to support and develop existing members through regional activities and attract a stronger and more diverse membership that is more engaged in CIHT activities.

CIHT has launched its new Institution-wide strategy that outlines how it will provide strategic leadership and support to help members develop, deliver and maintain sustainable solutions for highways, transport infrastructure and services.

The [2022+ Strategy](#) highlights what CIHT and its members do, outlines three new overarching themes and what the strategic priorities will be over the next few years.

### Who is on the Committee?

The committee is usually made up of the following positions:

Chair	Recruitment Officer
Vice-Chair ( <i>one or more</i> )	Communications Officer
Honorary Treasurer	Emerging Professionals Chair
Honorary Secretary	4 -15 elected Committee Members
Programme or Events Coordinator	A maximum of 3 co-opted members
EDI Officer	

### What's involved?

The role of the Events Co-ordinator is to:

- Work with the Chair, Vice Chair and Secretary to prepare a 12-month programme of technical and social events in line with the Regional Working Agreement
- Support with co-ordination of regional events
- Liaise with the region's Regional Engagement Officer (REO) to ensure that programmes do not clash
- Liaise with stakeholders, the Partnerships Network to secure joint events, as well as working with Programme/Events Co-ordinators in other Regions to develop cross regional events
- Support the Honorary Treasurer with finances related to regional events and ensuring that money raised at events is dealt with in line with CIHT's Financial Regulations
- Work with the Communications Officer to ensure events are promoted via CIHT's channels such as the website, emails and social media
- Liaise with other bodies to host joint events
- Seek views of members about topics for events
- Ensure that event details are provided to REOs as soon as possible for promotion on the website (at least four weeks before the event).

The Events Co-ordinator is responsible for helping in the following areas:

- Developing relationships with all Regional Officers and committee members and liaising with their REO to ensure timely advertising of upcoming regional events
- Suggesting appropriate speakers for CPD events and ensuring speakers have the necessary guidance to know what is expected when presenting to CIHT members
- Ensuring that links and liaison are established with other relevant bodies, promoting collaborations and joint working, and notifying the REO of these relationships



- Working closely with the committee to develop and deliver regional events and resources as well as ensuring standardisation of style and approach where appropriate and ensuring a diverse and inclusive programme of activities
- Supporting the development and delivery of a range of face-to-face events and online learning resources to support CIHT's priorities as defined in the Institution's Strategy and the needs of the membership. This will include a webinar programme of at least four CPD webinars per year, face-to-face events and sometimes conferences or award ceremonies.

### About you

This role is open to all Voting Members of CIHT (Fellows; Full Members; Associate Members; Graduate Members; Apprentice Members; and Part-time Student Members) and will suit someone with:

- Strong interpersonal skills, creative thinking, and adaptability
- Time management, with good planning and organisational skills
- An interest in event planning
- A willingness to work collaboratively.

### What's expected of you?

- This role is for a one-year term with the opportunity to stand again. Further details on terms of office can be found in the [regional handbook](#).
- The role will require around 3 hours per month. There will be a minimum of four committee meetings per term and one Annual General Meeting. There may be additional stand-alone training webinars for Regional Events Officers that you would be invited to attend
- There will also be a time commitment involved in contributing to the development and approval of learning/CPD opportunities between committee meetings as well as liaising with relevant colleagues and CIHT staff and attendance at some of the events
- There will be regular communication with the Regional Engagement Officer for the region, to liaise on scheduling and planning of webinars and events.

### What's in it for you?

The opportunity to:

- Develop new working relationships, build on communication and organisational skills, as well as experience in business planning and helping to manage committee business
- Help shape the future development of the CIHT
- Access professional networking
- Expand your Continuing Professional Development (CPD) portfolio.

### How to apply?

To apply, please complete the [nomination webform](#).

This must include:

- A summary of why you should be picked for the role (max. 250 words)
- Four supporting signatures from CIHT members

Once completed this will be considered by the committee and you will be put forward for the election of the role at the next General Meeting. For those unable to provide supporting signatures, please get in touch and the regional team will help.

### Other Information

- The role is voluntary. Travel expenses will be met in accordance with CIHT's travel and expenses policy.
- Applicants must live or work within the Region/Nation they wish to join.



- All applicants will be required to declare any conflicts of interest and to follow CIHT's code of conduct.
- Members will be expected to abide by the General Data Protection Regulation and the CIHT data protection and security policies.
- Members will from time to time be provided with documents at various stages of development prior to their formal approval and publication, which are to be kept confidential. Members will not disclose any confidential information to an outside person or organisation.

### **Contact us**

If you would like to discuss any of the information above or would like to speak with members of a regional committee directly, please contact the CIHT Regional Team: [regions@ciht.org.uk](mailto:regions@ciht.org.uk)